11 October 1985

MEMORANDUM FOR: Members OTE Curriculum Committee

FROM: [ ]   STAT

Assistant Director for Curriculum

SUBJECT: Minutes of Curriculum Committee Meeting
10 October 1985

1. The Curriculum Committee met on 10 October to assess requirements and resource plans for FY 1986 and to approve Media Production and CBT priorities for FY 1986.

2. The Curriculum Committee reviewed proposed training programs and resources for the remaining divisions within the Office of Training and Education. The review resulted in the following:

     a. Information Systems Training Division.

     --New Courses Under Development. In Category one, ISTD has proposed these new courses: Wang Word Processing for CTs, Introduction to PC Training, Safe2, and Wang Word Processing/CRAFT for support to WOTS (this support will probably require a Systems Administrator and Word Processing Instructor located at [ ]), AIM, Fundamentals of VM   STAT and Script retain for Category one priority. ISTD is looking into alternative ways of delivery for these courses, i.e., multi-media in a self-study environment. Category two new courses proposed are BARS, Graphics, IDMS (a new data-base system to replace GIMS), Advanced PC training, REX, Tele-communications/Wang. These courses are placed in Category two primarily because they are contingent upon the development of such systems within various Agency components. ISTD is also looking for alternative ways of delivery.

     --Deletions. Eight courses are placed in the Category three priority which essentially translates into high probability that they will be deleted from the ISTD curriculum. They are: EXEC-2, PL-1 (CBT course is available and will be placed in the Self-Study center), NBI Word Processing (low demand and may disappear this fiscal year), Introduction to ADP (under review with the prospect of developing a self-study approach to delivery), RAMIS I and RAMIS II (available on CBT and may be made available in the Self-Study Center), Writing JCL (CBT delivery in Self-Study Center) and the Survey Course (already dropped from the curriculum).

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          --Backlogs. Chief, Information Systems Training
Division reported that where there are significant backlogs
these are soft requirements, i.e., they may disappear when
students are asked to provide evidence that they are qualified
to attend the backlog courses.

          --Resources. ISTD has a need for 13 instructors,
but with the cut in the HADRON contract they currently only
have nine. They may experience some difficulty in meeting the
full curriculum deadlines but are optimistic that this year at
least few courses will have to be cancelled. The number of
training assistants required and available are on target.
C/ISTD indicated that he is making a major effort to find
alternative ways to deliver his programs of instruction. He is
concerned about the amount of instructor time it takes to
develop alternative systems. His estimate is that one man year
is required for such development.

          --The Curriculum Committee agreed that ISTD should
arrange to brief the STOs concerning the proposed changes in
its method of delivering courses.

     b.   Language Training Division.

          --Language Training Division proposed the
continuation of six total immersion programs. These will be
the major costs outside of personnel costs for the Language
Training Division. Language School was advised to continue
these. No new courses were identified or reviewed for
deletion.

     c.   Career Trainee Division.

          --The representative from CTD reported that the CTDC
has recently been reviewed. As a result of that review the
CTDC has been reduced in length by two weeks.

          --Review. The CTD will look at alternative ways to
deliver the Spouses Orientation Course. It is believed that CT
Spouses need some information but it is not practical to
deliver this training in a five-day course. After this review
is conducted, the Curriculum Committee will look again at
deleting this course from the curriculum. Following a
discussion of the DO reports segment done in CTDC, it was
agreed that there is a need to integrate the reports writing
function into WOTS. CTD will retain the slot and seek to fill
it with a DO officer but WOTS ought to pick up the function.

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--Additions. None.

d.   Washington Operations Training Staff. Courses identified for review were: Records for Agency Personnel and Field Information Reports.

--New Courses Under Development. The Operations Course-A is under review by the Operations Sub-Curriculum Committee. Currently there is an effort to reach a consensus between the DO and S&T on the length and content of this course.

--Backlogs. There is some concern that the demand for the Personal Security Course will escalate beyond our ability to meet the full requirements. Chief, WOTS, is confident, however, that following EXCOM approval the staff will be able to handle the estimated number of students.

e.   Management Administrative Training Division/
     Secretarial Training.

Since secretarial training is current responding to a major new Agency initiative to upgrade training for secretaries, it was generally agreed that this program must be responsive to that initiative. Three new courses were identified in this initiative which are under development. They are: Office Protocol, Grammar Review, and Intelligence Issues. MATD intends to drop the following courses: Reentering the Work Force, Working in CIA, Personal Transitions, Supervisor and Secretary as a Management Team, and Telephone Techniques. C/MATD wants to review the entire administrative training effort in FY 1986 and has asked this be placed under Curriculum Committee review for October 1986. C/MATD also reported that two new courses are under development -- an Agency_wide procurement course and a budget course.

f.   Communications Training Branch. Courses identified for review: Grammar Review (there is a good liklihood that that course can be taught through CBT).

Deletions. None.

Courses for Review. C/MATD, in conjunction with C/IT, will examine the entire writing effort of both divisions.

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           g.   <u>Management Training Branch</u>. This entire
curriculum is currently under review. MTB is conducting a
skills needs survey and a course evaluation. A report is due
in February to the Curriculum Committee with a paper to the ADD
Steering Committee making recommendations regarding changes in
the MTB curriculum. EEO training is also under review. This
review is being accomplished in conjunction with the D/EEO.
Recommendations will be made to the Curriculum Committee
shortly thereafter.

      3.   The Curriculum Committee finalized Media Production's
priority schedule for the next six months. A copy of this
final priority list is attached.

      4.   C/CBT developed a priority list with curriculum
committee for the CBT effort during FY 1986. The priorities
are established in rank order as follows: Surveillance
Detection, Safe Upgrade, Survival Spanish, Grammar Review,
Proofreading, Writing for the DI, Resisting Hostile
Interrogation, Persuasion Skills, Financial Systems/Field
Administration, Operational Records, Introduction to CIA.

      5.   C/CBT provided cost estimates for CBT development
projects (copy attached). He advised that given his budget,
the ability of his branch to develop all courseware in FY 1986
is not feasible. He will purchase approximately 375K worth of
hardware. Finally, he advised that he wants to receive
approval from the Curriculum Committee to develop a C of C
Learning Center. He will present the proposal in detail during
the 16 October session.

STAT

Attachments

4

S E C R E T

26 September 1985

MEMORANDUM FOR: 25X1

Assistant Director for Curriculum

FROM: 25X1

Chief, Media Production Branch

SUBJECT: 19867 Video Production List (January-June)

The following is the 1986 Video Production List (January-June) as determined by the OTE Curriculum Committee on 26 September:

CID - "Personal Meeting" (work up date

LS   - "SURS" Videodisc project (On going)

ISTD - "WANG-WANG", or WANG-VM Overview and Connection
       (TELECOMM) (Nov.)
       "Introduction to PC-Mainframe Line" (Start Jun)
       "SAFE" (Feb)
       "PASSWORK SECURITY" (Oct —

MATD - "Just Plain English" (without) Nearing Completion

IT   - "Insurgency"
       "Harvard Problem" (Next two weeks)
       "Overview of Military Analysis in CIA"

DOTE - "OTE Briefing Tape"

25X1

S E C R E T

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Curriculum Committee Meeting

FROM: ADC/OTE 1025 C of C	EXTENSION	NO.
		DATE 27 September 1985

STAT

| TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DD/OTE D/OTE				As agreed, a special session of the Curriculum Committee has been scheduled to complete our review of resources and CBT priorities. We'll meet in the DTE Conference Room on 10 October from 0930 to 1130. (Agenda attached)
2. ADC/OTE				
3. EXO/OTE				
4. C/LT				The next regular session is scheduled for 16 October from 1000 to 1200. We should complete Third Quarter Reviews for Third Quarter--IT has SWIO and CIA Today and Tomorrow. ISTD has Introduction to ADP. We should also have status reports on DO need survey, off-campus survey, regional analysis survey, and OTE catalog.
5. C/IT				
6. C/ISTD				
7. C/MATD				
8. C/CTD				Other Agenda Items are invited.
9. C/WOTS				
10. C/CBT				
11. C/MPB				
12. C/TSD C/CRB				
13. C/Plans Group				
14. (ISTD)				
15.				

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A G E N D A

CURRICULUM COMMITTEE MEETING

10 October 1985

0930-1130 Hours, D/OTE Conference Room

STAT

- Complete Resource Review

- CBT Priorities

- Approve Media Priorities
  (attached)
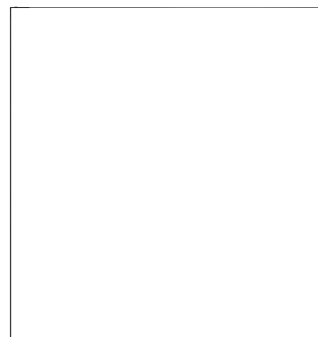
S E C R E T

26 September 1985

MEMORANDUM FOR: [   ]   25X1
                    Assistant Director for Curriculum

FROM: [   ]   25X1
                    Chief, Media Production Branch

SUBJECT: 19867 Video Production List (January-June)

        The following is the 1986 Video Production List
(January-June) as determined by the OTE Curriculum Committee on
26 September:

        CID - "Personal Meeting"

        LS   - "SURS" Videodisc project

        ISTD - "WANG-WANG", or WANG-VM Overview and Connection
               (TELECOMM)
               "Introduction to PC-Mainframe Line"
               "SAFE"
               "PASSWORK SECURITY"

        MATD - "Just Plain English"

        IT   - "Insurgency"
               "Harvard Problem"
               "Overview of Military Analysis in CIA"

        DOTE - "OTE Briefing Tape"

                                                              25X1

S E C R E T

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:		EXTENSION	NO.	25X1
ADC/OTE 1025 CofC			DATE 25 September 1985	25X1

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. EXO/OTE				The Sub-Curriculum Committee will meet on 9 October in the D/OTE Conference Room from 0900-1030. Attached is an Agenda which includes some issues I collected. If there are others Please call. — 25X1
2.				
3. DO/STO, 2C20/Hqs				
4.				
5.				
6.				
7. C/WOTS/OTE				CONFIDENTIAL
8.				
9. C/CID/OTE, GE73/Hqs		—		
10.				
11. C/MPB 826 C of C				
12.				
13. STO/DS&T 6E40 HQS				
14.				
15.				

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FORM 610 USE PREVIOUS EDITIONS
1-79

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A G E N D A

Operations Sub-Curriculum Committee

9 October 1985

0900-1030 Hours, D/OTE Conference Room

--Countering Terrorist Tactics Course
   - Selection of students
   - Meeting the demand.

--Operations Course A - Course Announcement.

--Resource Needs for

--Media Production Priorities

25X1

25X1

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